

Activity Exemplar: Use a WBS to create project tasks and milestones - Part 2

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To view the exemplar for this course item, click the link below and select “Use Template.”



Link to exemplar: [WBS Spreadsheet](#)

OR

If you don't have a Google account, you can download the exemplar directly from the attachment below.



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XLSX File



Assessment of Exemplar

Compare the exemplar to your completed WBS spreadsheet. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Let's review the WBS spreadsheet:

There are three milestones from the brainstorm diagram in the Milestones column and three tasks for each milestone (nine tasks in total). The project tasks correspond to the correct milestone ID number. The tasks are the same ones listed in the brainstorm diagram.

Each task has an appropriate owner, with corresponding notes for why the owner was assigned to the task:

Establish a plant delivery and logistics plan

1. *Source materials for packaging:* The **Fulfillment Director** sources materials.
2. *Hire delivery drivers:* The **Human Resources Specialist** oversees hiring.
3. *Calculate delivery fees:* The **Financial Analyst** tracks costs and revenue.

Select and install supply chain software and equipment

1. *Supervise vendor setup of inventory management and fulfillment software:* The **Inventory Manager** ensures software is installed and set up properly.
2. *Supervise vendor installation of fulfillment equipment:* The **Fulfillment Director** ensures equipment is functional with the help of the Quality Assurance Tester.
3. *Determine internal safety protocols for the equipment:* The **Quality Assurance Tester** determines safety protocols and best practices.

Develop and launch employee training program

1. *Develop training sessions:* The **Human Resources Specialist** develops the training sessions with the help of the Training Manager.
2. *Train employees to use the software and equipment:* The **Training Manager** runs the training program on the established protocols.
3. *Monitor employee progress and improve training processes:* The **Training Manager** refines the training process.

